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SSA (COMP) REPORT

Approved For Release 2001/05/10 : CIA-RDP78-04718A002100160026-5

Case 2-2696

24 January 1956

MEMORANDUM FOR: Special Support Assistant to the
Deputy Director (Support)

SUBJECT : Statement of Accomplishments and Objectives

1. In accordance with your request, a review of the business of this Staff since 3 February 1955 has been made.

2. Work performed:

a. Since the chief purpose of this Staff is to expedite budgetary and fiscal support of the Clandestine Services through more effective procedures and enhanced working relationships, our major effort has been applied in this direction.

Although the working relationships between the operating offices and the Covert Budget Branch have always been good, there have from time-to-time been certain misunderstandings between the operating offices and the Finance Division.

In addition to the efforts of the Finance Division, this Staff has conducted periodic meetings of Budget and Fiscal Officers at which representatives of the Finance Division have been invited to present their points of view on problem subjects and engage in full and free discussion. These meetings have proved very effective in solving many problems as well as creating and maintaining an atmosphere of mutual respect between all concerned.

This Staff also arranged for the participation of the Office of the Comptroller in one of the regular monthly meetings of the DD/P Administrative Officers at which the Acting Comptroller, Chief and Deputy Chief, Finance Division, and Chief, O & L Branch, Finance Division, presented and discussed pertinent problems. This likewise has given evidence of effectiveness.

This method of increasing liaison between the elements involved is being continued.

b. This Staff has also performed certain day to day work as follows:

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(1) Provided staff review and coordination of approximately [REDACTED] PP/PM and Support projects, broken down as listed below:

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PP/PM New Projects
Renewals
Amendments
Terminations
PP/PM Total
Support Projects
TOTAL

[REDACTED]

(2) Developed a procedure for staff review and monitoring of Audit Reports concerning which an agreed [REDACTED] is about to be published. We have performed this function on 68 Audit Reports, including Reports on Field Stations and Proprietary Projects.

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(3) Maintained liaison and expedited resolution of procedural problems between DD/P elements and the Technical Accounting Staff of the Office of the Comptroller. Approximately 57 regulatory issuances have been treated in this manner.

(4) By calling together the parties involved, this Staff has expedited the solution of approximately 65 cases of claims for reimbursement, write-offs, shortage and loss and other trying and complicated financial problems.

(5) We have participated in most of the meetings of the Clandestine Services Planning Board and presented the views of the Chief, Budget Division, in the discussions of planning and programing procedures.

(6) Have represented the DD/P on the Comptroller's Career Service Board.

(7) Averaged about eight (8) hours a month in visiting Staff and Area Division Offices, "calling on the trade", so to speak. We believe there is no substitute for personal contact.

(8) Prepared budget estimates for Immediate Office of DD/P and maintained allotment control records.

c. This Staff provided staff review of the budgetary aspects of the DD/P Staff and Area Division Operational Programs for FY 1956, before their presentation to the DD/P Review Board.

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d. We made the initial review and recommended the amounts of the Operating Budgets for the Offices of the DD/P Area for FY 1956 and continue to give Staff review and concurrence to continual changes in the funding programs.

e. This Staff has made several periodic reviews of funds available for redistribution among the DD/P Offices and for turning back to the Office of the Comptroller for other purposes.

f. We maintain graphically a continuous supervisory review of the rate of obligation of funds by the DD/P Offices, using these data in making recommendations to the Office of the Comptroller concerning allocations to DD/P, as well as for evaluating requests for and concurring in adjustments in the funding programs of the DD/P Offices.

3. We believe that the work of this Staff has been effective in serving as a catalyst as well as in performing its day to day functions and looks forward to still greater effectiveness in the months ahead.

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